

## SAMPLE MEMORANDUM FOR NNSA ELEMENTS

MEMORANDUM FOR: MICHAEL KANE  
ASSOCIATE ADMINISTRATOR FOR  
MANAGEMENT AND ADMINISTRATION

THRU: INGRID KOLB  
DIRECTOR, OFFICE OF MANAGEMENT

FROM: XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: Request to Develop or Revise (*identify directive's number and title*)

PURPOSE: (*Identify the basis for the directive and the expected outcomes.*)

JUSTIFICATION: (*Justify why the directive is necessary, specify which Departmental elements, offices or organizations the subject directive covers, and indicate if or how those elements, offices, and organizations have been involved in this stage. Identify issues that must be resolved or addressed, all conflicts with existing directives, and any impacts to other directives or Departmental functions or operations. Identify how this directive helps to fulfill the Department's mission, vision and strategy. The goal for processing directives actions is 90 days. If you are seeking an alternative processing time, explain why it is necessary.*)

The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.

IMPACT: [*Qualitatively and where possible, quantitatively describe anticipated costs and beneficial impacts associated with implementation. The DRB will make the decision as to whether a full cost analysis is required.*]

CONTACT: (*Please provide name and telephone number of the point of contact.*)

RECOMMENDATION: That you approve the subject directive for development/revision.

OFFICE OF MANAGEMENT'S RECOMMENDATION:

Recommend Approval: \_\_\_\_\_

Recommend Disapproval: \_\_\_\_\_

Date: \_\_\_\_\_

Justification Memorandum (Continued)

NNSA'S DECISION:

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Timeframe</u>	<u>Days</u>
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First Draft.....	_____
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Review and Comment.....	_____
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Responses and Second Draft.....	_____
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Concurrence .....	_____
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